

Mission Notice
US Agency for International Development (USAID)
Mission to Zimbabwe

Mission Notice No: 18-04

Date: May 7, 2017

VACANCY ANNOUNCEMENT

Open to:

All Zimbabwean citizens or legal Zimbabwean permanent residents, with the required visa/permit to work and live in the country (proof of paperwork will need to be provided)

Position Title: Program Management Specialist
Post Title: Orphans and Vulnerable Children (OVC) Specialist
Office: Health; USAID/Zimbabwe

Position Grade: FSN-11
Salary Range: US\$57,406 – US\$83,236 basic salary grade range

The U.S. Mission in Zimbabwe provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.

Opening Date: May 7, 2018

Closing Date: June 7, 2018 (1700 hours local time)

Work Hours: Full time; 40 hours per week

Basic Description of the Position:

The OVC Specialist will serve as the orphans and other vulnerable children (OVC) technical and program specialist for the USAID HIV and AIDS Team. The OVC's primary tasks include:

- (a). providing technical guidance on issues around reaching OVC in Zimbabwe with appropriate services and
- (b). managing the USAID/Zimbabwe's OVC programs as well as other key elements of the USG's HIV and AIDS strategy, as assigned. The OVC Program Specialist reports to and is supervised by the HIV and AIDS Team Leader.

Major Duties and Responsibilities:

As part of USAID's HIV team and the wider USG HIV/AIDS team in Zimbabwe, the OVC is responsible for managing and assisting in various capacities in the successful implementation of the USG's HIV and AIDS strategy. The OVC will be assigned primary responsibility for OVC activities, including the following duties:

- A. provide technical oversight and guidance for the OVC portfolio and to the HIV and AIDS Team concerning best practices, new developments and lessons that should

- be incorporated into USAID programs and by fostering complementarities and synergies among USAID partners, across the USG HIV/AIDS program, and among the various USAID teams responsible for other sector programs;
- B. manage USAID program activities as assigned, to ensure effective program and financial management and administration;
 - C. monitor, evaluate and document program implementation and document both problems and achievements;
 - D. as directed, prepare USAID and Emergency Plan strategic planning and reporting documents, including budgets;
 - E. promote collaboration and coordination with partners of USAID Zimbabwe, including the Ministry of Public Service, Labor and Social Welfare; National AIDS Council; UN agencies, especially UNICEF; CDC; other bilateral agencies, NGOs, foundations, community-based organizations, etc.;
 - F. gather data, analyze findings and make recommendations in assigned areas of technical competence (e.g., OVC) and assist other team members in the design and management of other HIV/AIDS and/or health program activities such as family planning and reproductive health;
 - G. represent the USG and USAID/Zimbabwe interests at local, national and regional meetings, workshops and conferences. Exposure and influential leadership at national and regional meetings are an important part of the contractor's work to ensure continuous technical updating as well as to share important lessons learned from Zimbabwe's HIV and AIDS program successes. An important aspect will be to provide leadership to key National Technical Partners' Fora including representation of USAID on formal groups such as the Working Party of Officials and the OECD OVC Donor Group;
 - H. contribute on an on-going basis to other USAID and Health Team general management and administrative duties, such as: strategic planning, annual reports, program designs, budgeting, monitoring and evaluation, program management and administrative oversight;
 - I. perform other office duties as may be assigned by the HIV and AIDS Team Leader.

The HIV and AIDS team works with a seamless team approach where-by requests for time sensitive documents require a team effort. The OVC will work as an important team member ready to offer assistance where possible to ensure HIV and AIDS team results. This may include collecting, collating and analyzing program-relevant data; preparing and overseeing or assisting in the preparation of any reports required for USAID or PEPFAR program management and administration; cable writing; and the preparation of scopes of work, funding documents and other internal USAID documentation.

Travel: In fulfilling position monitoring requirements, the OVC conducts field visits as needed to rural, peri-urban, and urban sites throughout Zimbabwe to assess the status of ongoing program implementation and/or general country trends within areas of the office's focus. This will be conducted on an as needed basis and is estimated to take about 10 percent of the OVC's time.

Any questions should be emailed to zimrecruit@usaid.gov.

MINIMUM QUALIFICATIONS:

- A. **Education:** A Masters Degree in Public Health or Social Science.
- B. **Experience:** A minimum of seven years' experience in a donor environment managing OVC, or closely related activities in an international bilateral or local private voluntary, non-government, or donor organization. The candidate must also have prior work in OVC Household Economic Strengthening program.
- C. **Language Proficiency:** Level 4 English (fluent written and spoken language) is required.

Applicants who meet the above Minimum Qualifications will be further evaluated based on scoring of the Evaluation Criteria below.

EVALUATION CRITERIA:

The following factors are listed and will be the basis for evaluation of all applications.

- A. Technical Knowledge and Development Program Management Experience (60 Points)
 - 1. Demonstrated knowledge of donor-funded project design, implementation, monitoring, and evaluation;
 - 2. General knowledge of health issues and practices in Zimbabwe;
 - 3. The ability to acquire quickly knowledge of laws, customs and constraints in Zimbabwean society.
 - 4. A thorough knowledge of HIV and AIDS, public health or related programs; and
 - 5. Familiarity with US Government specific legislation, strategic priorities, and technical management as well as administrative and procurement requirements
- B. Communication Skills (20 Points)
 - 1. Strong oral and written English language communication skills are essential for this position.
 - 2. Demonstrated proficiency with computer word processing and financial and/or data analysis software applications is also essential.
- C. Demonstrated Teamwork and Interdisciplinary Approach (20 Points)
 - 1. The ability to work in a team setting and to maintain effective relationships with a wide variety of governmental and non-governmental professionals at all levels of Zimbabwean society.
 - 2. A high level of socio-cultural sensitivity and judgment in dealing effectively with HIV and AIDS as it affects all segments of Zimbabwean society

Total Possible Application Points: 100

Scoring of the selection criterion detailed above will be done through a written and oral interview.

TO APPLY:

An application should be addressed to the Human Resources Office and include:

- A. An application letter, detailing how the applicant meets the above minimum qualifications and selection criteria. Please type in the letter your response to each item, e.g. Education, and state how you meet the requirement. Failure to do this will result in you not being shortlisted.
- B. A current resume relevant to the position (no more than 2 pages)
- C. Any other documentation that addresses the qualification requirements of the position listed above.

SELECTION PROCESS:

After an initial application screening, the best qualified applicants will be invited to a testing process, which includes a written exercise and oral interview.

A conditional letter offer will be extended pending medical and security clearances.

Please note: only short listed candidates will be contacted with the results of the final selection. If you do not hear back from us by July 9, 2018 you were not shortlisted. Due to the great number of applications received, we are not able to contact each applicant.

PLEASE FOLLOW THESE INSTRUCTIONS FOR SUBMISSION:

Only email applications will be accepted. Please submit email applications via email to: hararerecruit@state.gov

Please note: Applications should not be more than 1mb in size if emailed.

Please indicate Reference: **18-04 Program Management Specialist - Orphans and Vulnerable Children (OVC)** in the subject line of the application e-mail and in the subject line of your application letter.

Applicants who fail to follow all the application requirements stated above will not be short listed.

Applications should be received no later than **1700 hours (local time), June 7, 2018.**

For any queries, contact the HR Office on +263-24-2-252420 Ext. 235, 256 or 298.

Issued by:
Executive Office

Jason Bennett
Executive Officer